



March 2016  
Volume 2, Issue 1

Got a TRANSPORT Question? Submit your questions to: [TRANSPORTSupport@vdot.virginia.gov](mailto:TRANSPORTSupport@vdot.virginia.gov), use *PRIZE in the Subject Line*. *One lucky submission will win a PRIZE!* Submission deadline is **3/31/16**

Q: Which Federal Funding Code should I use for a Fund Package, there are so many in the list?

A: Users should only use **AF01** for Federal Fund packages, the others are obsolete.

## TRANSPORT (Preconstruction) TIPS & TRICKS

▶ **Contingency & CEI percentages on Non-Bid Categories 2000 through 3003 is not allowed.** Please ensure that Contingency & CEI percentages are only on Categories 0001 through 1999. Red Error messages have been added at the end of the Preliminary Detail Estimate report, please ensure that your report has no red errors before submitting to the Construction Division.

3001	CONSTRUCTION ENGINEERING							
	41,313.09	0.00%	0.00	0.00	2,065.65	41,313.09	80/20	AF'01
	ERROR ** Contingency Not Allowed on Non-Bid Categories ** ERROR							
						80/20	\$400	
	Total For Category							\$43,378.74
3002	CONTRACT REQUIREMENTS							
	2,700.00	0.00%	0.00	0.00%	0.00	2,700.00	80/20	AF'01
						80/20	\$400	
	Total For Category							\$2,700.00

▶ **UPC field on the General Tab MUST BE 8 digits.**

*Please add leading zeros to the UPC number.*

► **State Project #.** Many projects submitted to the Construction Division are missing the FO or NFO designation in the State project #, please remember to add this designation if your Project has federal funds.

State Project Number: (INFO) BR02-962-131,B636

Federal Project Number: STP-BR02(364)

Federal Oversight: (INFO) NO FEDERAL OVERSIGHT

► **Field Office Items** no longer needs to reside in Category 0999. *Please enter in any of the Regular bid categories.*

► **New Procedure for FUND PACKAGES:**

Only 1 Fund Package is required for a Transport estimate. You no longer need a package for each Category. Please keep the Fund Package ID brief (less than 10 characters) so that it will appear concisely on the Detail Estimate report.

Fund Package ID: \*

Fund Package Description: \*

Project Level Funding Source:

**Always Check the Project Level Funding**

Funds in Package

Select Funds...

Fund:	Description:	Percentage:	Limit:	Cust ID:	Fund Grp:
AF01	AF01 FEDERAL PARTICIPATION	80.0000		000550002 - FHWA in Richmond VA	

S400

S400-STATE CONSTRUCTION FUNDS

<input type="text" value="1"/>	<input type="text" value="Non Federal"/>	<input type="text" value="20.0000"/>	<input type="text"/>	<input type="text"/>
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## Need Transport (Preconstruction) Assistance?

## Contact the Helpdesk at

[TRANSPORTSupport@VDOT.virginia.gov](mailto:TRANSPORTSupport@VDOT.virginia.gov)

**FYI: VITA/VCCC does not handle Transport issues or problems.**



### ***Trnsport Trivia:***

Q: How many people use Trnsport?

A: Over 600!

The new 2016 Spec  
book is coming  
SOON! Stay tuned  
for more details.